

TERMS OF BUSINESS**iQ:eQ**

- iQ:eQ agree to source candidates based on you (the client's) criteria
- The Criteria is established through the needs analysis process conducted by our Talent Representatives

GUARANTEE

In the event of the candidate leaving, except for retrenchment, change of job specification, harassment or any breach of anti-discrimination legislation of the candidate within 12 weeks of commencing employment, iQ:eQ guarantees to provide a suitable replacement at no additional cost provided the client has already paid the initial fee, however, iQ:eQ reserves the right to negotiate our replacement terms should changes occur in the role originally recruited for. This replacement guarantee only applies on the first placement made.

FEES

Salary Package	% (+ GST)
0 - \$50,000	14%
\$50,001 - \$100,000	17%
\$100,001 - \$200,000	20%
Executive Search	25% -30%

AUTHORITY

The person signing this agreement on behalf of the Client warrants that he/she has the authority to bind the Client to the Terms and Conditions set out herein.

I Accept these Terms:

Client signature

Print Name Date

Title ABN

Company

EFFECTIVE 1st June 2007**Client****ACCEPTANCE OF TERMS**

Your receipt of a resume, interview or engagement of a candidate in any capacity, or the passing to any other party resulting in an introduction to you by us, will be taken as your acceptance of these terms. Any alteration to the terms of business must be confirmed in writing by the Talent Manager.

THE CLIENT AGREES

- To notify iQ:eQ immediately of an engagement with you that is accepted by a candidate who we have introduced to your organisation
- Once you the **Client** agrees to engage a candidate introduced by us for any position with your organisation, even if the introduction was made indirectly, whether as an employee or in any other capacity, within 12 months of the initial introduction, you (**the client**) agrees to pay us the amount calculated in accordance with our fee schedule
- Introductions are confidential in accordance to the **Privacy Act**, should an introduction result as an engagement of any candidate to any division or any related or associated company or firm or any other employer, you (**the client**) will be liable to pay us a fee, as if the candidate had been engaged by you
- Fees are payable within 14 days of the commencement date of employment by the candidate
- We reserve the right to charge a minimum fee of \$2000 for work undertaken by us on an assignment that is subsequently withdrawn, cancelled and/or if the role has been redefined by you the **Client**.
- All fees quoted are exclusive of GST

THE FEE PAYABLE

The fee payable to iQ:eQ by the client for the introduction of an applicant is a % fee dependant on the remuneration package paid by the Client to the applicant. The package is the base salary, superannuation total on target commissions, bonuses and company car that will be valued at \$15,000.

PART-TIME

Our fee for part-time placement is based on the annualised salary package. If a candidate is required to work part-time for 19 hours work or less, 50% of the permanent fee will apply. If the candidate is required to work 20 hours a week or more, the full permanent fee will apply. (These calculations are based on an average 38 hour working week).

EXECUTIVE SEARCH

A fee will be negotiated on an assignment basis prior to commencing the assignment.

CONFIDENTIALITY

The passing on of candidates details to a third party, which results in an engagement, renders the Client liable to the payment of iQ:eQ's fees as set out under 'The Fee Payable'

The Client will be subject to a placement fee should they decide to appoint a candidate introduced by iQ:eQ within a 12 month period from the initial interview or introduction.

SUITABILITY

iQ:eQ will make every reasonable effort to ensure the suitability of applicants on behalf of the Client but cannot accept responsibility for any loss, expense, damage or delay, however occasioned.